

NASA Glenn Research Center
Cleveland, Ohio

February 24, 2004

TO: Glenn Civil Service Employees

FROM: 0410/Awards Office

SUBJECT: Glenn Research Center Support Assistant/Clerical Awards Program

The Support Assistant/Clerical Awards Program was established in 1987 to recognize civil service support assistants and clerical personnel who have performed in an exceptional manner over the past year. Coworkers, as well as supervisors, may nominate an outstanding Glenn civil service support assistant or clerical employee. A cash award of \$800 each (before taxes) is granted annually to five individuals, along with a Certificate of Achievement. The awards are presented at a ceremony during the Administrative Professionals Week.

Glenn civil service employees in the NASA classification group 500 (support assistants, clerk-typists, clerks, assistants, etc.) with a minimum of 1 year of NASA service may be nominated. The Awards Office (3-2493) can confirm whether or not a potential nominee is in the NASA classification group 500. Last year's award recipients, listed below, are ineligible. (Note: Due to a tie, there were six award recipients.)

Karen Ault
Stephanie Black
Stephanie Brown-Houston
Ethel McLaughlin
Shaun Stafford
Terry Zarrelli

Since this award is being given under the NASA Incentive Awards Program, eligibility for this award is limited to Glenn civil service employees. Former Glenn employees are eligible for achievements made while working for the Center.

Nominations must be limited to the space allotted on the front side of the nomination form (<http://ltid.grc.nasa.gov/Eforms/PCFolder/C38.ifm>). Additional pages will not be considered. The nomination must be typed. A nominee has the greatest chance of winning if the nomination addresses each of the five criteria listed below, and specific examples are given of actions taken by the nominee which were **above and beyond** the job responsibilities:

1. Maintains excellent support assistant/clerical skills while managing the workflow of the office.

2. Takes initiative to broaden skills and knowledge of software and computers to accomplish necessary tasks.
3. Maintains good judgment, reliability, and confidentiality.
(**Specific statements** which show evidence of good judgment, reliability in work and attendance, and the ability to maintain confidentiality of information **must** be given.)
4. Willing to accept responsibility for assignments above and beyond the regular support assistant/clerical duties.
5. Ability to establish and maintain good working relationships with coworkers and supervisors.

The award recipients are chosen by a selection committee comprised of a representative from each directorate and from the Office of Equal Opportunity. Nominations are scored and ranked on the justification writeup. Multiple nominations for the same individual will be considered as one nomination.

If this is a coworker nomination, the nomination form **must** be routed through the nominee's supervisor (for information) before the form is sent to the Awards Office.

Please mail the original signed nomination form to the Awards Office, Mail Stop 500-314, and send an electronic copy to Xynique.R.Sims@nasa.gov, by noon Thursday, March 25, 2004.

For further information, please contact me at extension 3-2493.

/s/

Xynique R. Sims